



POSITION DESCRIPTION

TITLE:	Accountant – Systems & Payables	LAST UPDATED:	06/22/2016
DEPARTMENT:	Financial Services	JOB CLASS:	139
REPORTS TO:	Accounting Manager	FLSA DESIGNATION:	Exempt

Summary: Under general supervision of the Accounting Manager, will perform accounting duties, including general ledger reconciliations, general financial record keeping, accounts payable review and monthly charge out entries for various city services. This position will also be responsible for analyzing and monitoring security setups, role based security and workflow setups in Tyler Munis, and also process security requests for administrative software systems in the Finance department including Incode (UB) and UDS (Court). Other duties may include transaction imports and exports to Tyler Munis from other city software systems, Incode, Trackit, & Perfect Mind.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Performs professional accounting functions in compliance with generally accepted accounting practices.
- Posts data to various ledgers, registers, journals and logs according to established accounting standards and procedures.
- Prepares and processes journal vouchers and invoice maintenance vouchers.
- Prepares monthly fiscal reports, special reports and annual reports and returns relating to assigned accounts.
- Maintains, reconciles and audits a variety of ledgers, reports and accounting transactions to ensure accuracy.
- Closes end of month in the system and balance control accounts for all funds.
- Monitors and balances various assigned accounts including verifying availability of funds and classifying expenditures; research and analyze transactions to resolve problems relating to accounts and the computer systems.
- Prepares end of year audit work papers for assigned accounts.
- Prepares assigned statistical information for the CAFR and Budget Document.
- Establishes new accounts, maintains subsidiary ledgers, prepares payment requests and reconcile various city accounts as assigned.
- Reconciles and prepares for payment the corporate credit card statements.
- Reviews and approves accounts payable warrant reports before checks are processed, checking for proper coding, vendor coding and payment amount.
- Insures compliance with IRS and State Tax Laws regarding employee tax returns and vendor tax returns. Prepares all tax returns for approval by manager.
- Assists with thorough evaluation of enhancements and upgrades for MUNIS, Incode and UDS.
- Develops training and trains end user departments on the optimal use of financial systems.
- Provides end user support to departments using the financial systems.

- Participates with management and the IT staff in resolution of system problems on assigned systems.
- Provides reporting services for assigned systems.
- Sets up security requests and maintain and monitor security setups for Finance, Human Resources and Administrative Services software/systems.
- Maintains and set up workflow for Finance, Human Resources and Administrative Services software/systems.
- Assists with and develop transaction reports to and from Tyler Munis and other city software systems including imports on a recurring basis.
- **Other Important Duties:** Responds to and resolves difficult and sensitive citizen and staff inquiries and complaints.
- Stays current in GASB and FASB pronouncements and changes in the accounting profession, including accounting system trends.
- May assist with preparation of City's annual budget or supporting schedules; the City's Comprehensive Annual Financial Report or support schedules and work papers.
- Travels to offsite meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of operational characteristics, services and activities of an accounting system program including all functions: accounts payable, accounts receivable, payroll, purchasing, and financial reporting.
- Knowledge of Federal, State and Local financial policies, laws and regulations, including tax laws.
- Knowledge of general business practices in the field of finance and economics.
- Knowledge of methods and techniques of developing and implementing accounting systems.
- Knowledge of maintaining complex computerized general ledger systems.
- Knowledge of computers and related equipment, hardware and software for development.
- Knowledge of City policies and procedures.
- Proficient in effective oral and written communications.
- Skill in tracking, monitoring, and reviewing various reports.
- Skill in resolving customer complaints and concerns.
- Skill in maintaining and developing system security and developing and maintaining system workflow.
- Ability to prepare clear and concise reports.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Willingness to be a team member with ability to be a team leader.
- Ability to troubleshoot research and solve technically challenging problems involving integrated systems.
- Ability to understand business processes and issues throughout the City.
- Ability to communicate clearly and concisely, both verbally and in writing about technical subjects to non-technical users in a manner in which they can easily understand.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Accounting, Finance, or Accounting Systems or related field **and** one year of accounting experience **or** equivalent combination of education and experience.
- Preference given to individuals with governmental fund accounting experience.
- Experience with software system implementations and maintenance.
- Must pass a pre-employment drug screen, criminal background and motor vehicle record check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in office environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	X
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, adding machine, shredder and standard office equipment.

Approved By:



Anita Cothran, Director of Financial Services

06/28/2016

Date



Shannon Allyn, HR Generalist

06/28/2016

Date